

1. The first step in the process is to identify the problem. This involves gathering information about the situation and the people involved.

2. The second step is to analyze the problem. This involves breaking the problem down into smaller parts and understanding the causes and effects.

3. The third step is to develop a plan. This involves deciding on the best way to solve the problem and setting goals and objectives.

4. The fourth step is to implement the plan. This involves putting the plan into action and making sure everyone is doing their part.

5. The fifth step is to evaluate the results. This involves checking to see if the problem has been solved and if the plan was effective.

6. The sixth step is to make adjustments. This involves making changes to the plan if necessary and ensuring that the problem is fully resolved.

7. The seventh step is to document the process. This involves writing down what was done and how it was done, so that it can be used as a guide for future problems.

8. The eighth step is to share the results. This involves telling others about what was done and how it was done, so that they can learn from the experience.

9. The ninth step is to reflect on the process. This involves thinking about what was learned and how it can be used to improve future problem-solving efforts.

10. The tenth step is to celebrate the success. This involves acknowledging the effort and achievement of everyone involved in solving the problem.

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Class	Subclass	Date	Examiner